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ABSTRACT

This questionnaire, contained in booklet form, was to be completed by Oklahoma school districts to enable the department of education to determine space needs and priorities. A list of definitions is followed by questions dealing with general information, the site, building characteristics, and structural characteristics. Items regarding inventories for facilities and building deficiencies are followed by spaces for comments on major substandard conditions, improvements currently under construction, additional educational space needed, planned bond issues, and additional comments. The questionnaire ends with 12 summary statements describing a school. All applicable statements are to be checked by the respondent. (MLF)

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INTRODUCTION

The forms that follow were developed to help you participate in a statewide schools facility survey. The purpose of this study is to determine needs for the State of Oklahoma to assure that all the young people have an acceptable environment for learning.

By participating, you are contributing to this important activity. The State Department of Education will, for the first time, have the ability to determine space needs, priority and financial funding necessary to assure that the State will have facilities compatible with nationally accepted standards. As the administrator of the District, you will have information invaluable to you as you plan for the future.

The forms are designed with the goal of making it as easy as possible for you to participate. Additional instructions have been given during the training session held in your area. It is <u>important</u> that all those who will be completing these forms in your school district understand the consistency needed in completing the form. If any questions arise during the process of completing these forms, direct inquiries to RGDC, Inc. at 405/691-4426.

A site plan indicating building names and a floor plan for each building indicating room names and sizes are to be attached to the forms. Completed forms are to be returned to:

School Facilities Survey
RGDC, Inc.
P. O. Box 19060
Oklahoma City, Oklahoma 73144

DEFINITIONS

Adequate -- The item indicated serves the function or educational goal with a minimum of compromise.

Inadequate -- The item indicated causes serious compromise in program or function.

Gross Square Feet -- The area derived by multiplying the length by the width using the outer building dimensions.

Net Square Feet -- The inside area of a room multiplying the length by the width (space occupied by wall thickness if not included).

Lighting -- Electric Lighting in which the lamp is usually tubular and coated on its interior surface with a substance which glows under the excitation of a gas-conducted current in the presence of mercury.

Incandescent Lighting -- A light source consisting of a glass bulb containing a filament that may be kept glowing by the transmission of an electric current.

Acoustical Ceiling -- Covered with a sound absorbent material commonly in tile shape.

Main Building -- The principal structure or portion thereof which houses the majority of functions of the administrative unit.

Attached Addition -- A building physically connected to the main building by a common wall or enclosed hallway. (A covered walkway does not constitute attachment.)

Separate -- A building set apart from the main building and not physically connected. (May have a covered walkway to another building.)

Portable -- A building set on temporary foundations and can be easily moved.

Barrack -- A building that was originally used for housing military personnel.

General Classroom -- A defined space that is used for educational instruction of widespread subjects.

Leased -- A building owned by an individual or entity but used by the school through contractural agreement or loan.

Hard Surface -- Finish surface of concrete, terrazzo, ceramic tile, brick, etc.

A. GENERAL INFORMATION

REFERENCE NO. _____
FORM COMPLETED BY _____
POSITION _____
DATE _____
TELEPHONE NO. _____
NAME OF DISTRICT _____
NAME OF COUNTY _____

1. NAME OF SCHOOL
(ADMINISTRATIVE UNIT)_____

2. ADDRESS OF SCHOOL _____

3. CITY _____

4. ENROLLMENT BY GRADES (As of May 1981)

Pre-K_____	3_____	7_____	11_____
K_____	4_____	8_____	12_____
1_____	5_____	9_____	12+_____
2_____	6_____	10_____	Spec. Ed._____ (Not included above)

5. TOTAL ENROLLMENT_____

6. HOURS SCHOOL OPEN From _____ to _____

7. What percentage of district general fund budget is being used during an average fiscal year to finance capital improvements?

- ☐ Less than 2%
- ☐ 2% to 5%
- ☐ 6% to 9%
- ☐ 10% to 14%
- ☐ 15% to 20%
- ☐ More than 20%

8. A. Total bonding capacity as of January 15, 1982:
$_____

B. Total bonding indebtedness as of January 15, 1982:
$_____

B. SITE

1. Total Acres _____
2. Acres Developed _____
3. Planned in Cooperation with Park No __ Yes __
4. Drainage Good__ Fair__ Poor__
5. City Sewage __ Septic Tank __
6. City Water ___ Well ___

	NO	YES A	YES I
7. Playground			
8. Play Fields			
9. Track			
10. Stadium			
11. Parking			
a. Staff			
b. Visitor			
c. Student			
12. Landscaping			
13. Service Yard			
14. Site Lighting			
15. Bus Load/Unload			
16. More of site can be developed			
17. Additional site can be acquired			
18. Access to site is dangerous			

A = Adequate
I = Inadequate

● At end of form, attach site plan.

C. BUILDING CHARACTERISTICS

Name of Building	Type of Unit	Gross Sq.Ft.	Number of Stories				
			B	1	2	3	Pre 1900
1.	Main Building						
2.	Attached Addition						
3.	Attached Addition						
4.	Attached Addition						
5.	Attached Addition						
6.	Separate						
7.	Separate						
8.	Separate						
9.	Separate						
10.	Portable						
11.	Portable						
12.	Portable						
13.	Portable						
14.	Barrack						
15.	Leased						
Total Square Feet							

● At end of form, attach plans of each floor of each school building.

Age				Roof		Air Cond.		Heat				Access for Handicapped	
1901 1920	1921 1940	1941 1960	1961 1980	Flat	Pitch	No	Yes	Gas	Oil	Elec	Wood	No	Yes

D. STRUCTURAL CHARACTERISTICS

Name of Building	Type of Unit	Roof				
		Steel	Conc/Poured	Conc/Precast	Wood	Other
1.	Main Building					
2.	Attached Addition					
3.	Attached Addition					
4.	Attached Addition					
5.	Attached Addition					
6.	Separate					
7.	Separate					
8.	Separate					
9.	Separate					
10.	Portable					
11.	Portable					
12.	Portable					
13.	Portable					
14.	Barrack					
15.	Leased					

Exterior Wall						Interior							Floor					Condition		
Conc/Poured	Conc/Precast	Masonry	Metal(Steel)	Wood	Other	Plaster	Gypsum Board	Block	Concrete	Wood	Glass	Other	Conc/Poured	Conc/Precast	Steel	Wood	Other	Good	Average	Poor

E. FACILITIES

	Net Sq.Ft.	Number by Location						Total Number	Lighting Type		Air Conditioning		Equipment	
		Main	Addition	Separate	Portable	Barrack	Leased		F	I	N	Y	A	I
Example	11,200	5	4	1	5	-	-	15	14	1	6	9	14	1
1. General Classroom *700 - 800 SF														
*700 - 800 SF														
*Greater Than 800 SF														
2. Special Education														
3. Kindergarten														
4. Science Laboratory														
5. Language Laboratory														
6. Business														
7. Home Economics														
8. Agriculture														
9. Voc./Tech. Shops														
10. Instrumental Music														
11. Vocal Music														
12. Arts and Crafts														
13. Lecture (large)														
14. Lecture (small)														
15. Seminar Room														
16. Library														

*See definitions of General Classroom before proceeding.

F = Fluorescent
I = Incandescent

Storage		Flooring				Utilities		Furniture		Needs Painted		Acoustical Ceilings		Exterior Windows		Used For Community Purposes		Functional		
A	I	Wood	Carpet	Vinyl/ Asbestos Tile	Hard Surface	A	I	A	I	N	Y	N	Y	N	Y	N	Y	Good	Average	Poor
14	1	-	12	2	1	15	-	15	-	14	1	1	14	2	13	15	-	9	5	1

Y = Yes
N = No

A = Adequate
I = Inadequate

E. FACILITIES (Continued)

	Net Sq.Ft.	Number by Location						Total Number	Lighting Type		Air Conditioning		Equipment		Storage	
		Main	Addition	Separate	Portable	Barrack	Leased		F	I	N	Y	A	I	A	I
17. Gymnasium																
18. Dressing Rooms																
19. Theatre/Auditorium																
20. Multi-purpose																
21. Cafeteria																
22. Kitchen																
23. Administrative Offices																
24. Nurse's Office																
25. Guidance Offices																
26. Faculty Offices																
27. Student Commons Area																
28. Students Activities Offices																
29. Faculty Lounge																
30. Boys Restroom																
31. Girls Restroom																
32. Adult Restroom																
33. Community Facilities																
34.																
35.																

F = Fluorescent
I = Incandescent

Flooring				Utilities		Furniture		Needs Painted		Acoustical Ceilings		Exterior Windows		Used For Community Purposes		Functional		
Wood	Carpet	Vinyl/ Asbestos Tile	Hard Surface	A	I	A	I	N	Y	N	Y	N	Y	N	Y	Good	Average	Poor

Y = Yes
N = No

A = Adequate
I = Inadequate

F. INVENTORY OF BUILDING DEFICIENCIES

Check the percentage box which indicates the extent to which the line item is a problem.

Structural	0-10%	11-20%	21-30%	31-50%	51-75%	76-100%
1. Leaking foundations causing damp basement areas						
2. Building settling causing wall cracks						
3. Walls tilting out of plumb						
4. Water leakage around windows						
5. Water leakage around doors						
6. Water seepage through exterior walls						
7. Leaking roofs caused by missing shingles, torn or deteriorated roofing materials						
8. Water ponding on roof						
9. Leaking gutters or broken downspouts						
10. Interior wall material, cracked, stained or broken						
11. Interior ceiling material, cracked, stained or broken						
12. Worn or damaged floor covering						
13. Cracked or uneven floors						

Check the percentage box which indicates the extent to which the line item is a problem.

Safety and Circulation	0-10%	11-20%	21-30%	31-50%	51-75%	76-100%
14. Open stairwells						
a. Number of stairwells _____						
15. Combustible stairs						
a. Number of combustible stairs _____						
16. Combustible attics						
17. Combustible corridors						
18. Corridors of inadequate width (9'-0" minimum)						
19. Inadequate or improperly located exits						
20. Exit doors swinging into building						
21. Exit doors not equipped with suitable panic hardware						
22. Emergency exits improperly marked or lighted						
23. Inadequate fire-alarm signals						
24. Boiler rooms not fire resistant						
25. Storage space or closets under stairs						
26. Not enough student lockers						
27. Not enough fire extinguishers						

F. INVENTORY OF BUILDING DEFICIENCIES (Continued)

Check the percentage box which indicates the extent to which the line item is a problem.

	0-10%	11-20%	21-30%	31-50%	51-75%	76-100%
Heating and Ventilation						
26. Obsolete or worn-out heating system						
27. Inefficient or nonexistent temperature controls						
28. Inadequate ventilation for toilet rooms						
29. Inadequate air-conditioning system						
Plumbing and Electrical						
30. Inadequate water supply						
31. Not enough drinking fountains						
32. Lavatories providing only cold water						
33. Inadequate suppy of hot water for showers, kitchens, etc.						
34. Toilet facilities located only in the basement						
35. Toilet-room surfaces difficult to maintain						
36. Toilet rooms generally inadequate or unsanitary						
37. Lack of adequate toilet facilities for public use						
38. Obsolete plumbing fixtures						
39. Inadequate or defective sewage-disposal facilities						

Check the percentage box which indicates the extent to which the line item is a problem.

	0-10%	11-20%	21-30%	31-50%	51-75%	76-100%
40. Inadequate electric wiring						
41. Electrical circuits of too small capacity						
42. Too few or poorly located electrical outlets						
43. Inadequate lighting levels in non-instructional areas						

Items Not Listed

44.							
45.							

General

44. How many classrooms or support facilities have been declared as sub-standard by one or more of the following rating agencies?

a. State Fire Marshal
Number of Rooms _____
Date of Inspection _____

b. State Health Department
Number of Rooms _____
Date of Inspection _____

c. Other Agency _____
Number of Rooms _____

45. What are the three highest priority capital improvement needs at the present time? (List in priority order).

	Project	Cost Estimate
A.		
B.		
C.		

G. COMMENTS

1. Summary of major sub-standard conditions.

2. Improvements currently under construction.

3. Additional educational space needed.

4. Planned bond issues in the future.

5. Any additional comments.

H. SUMMARY

The following statement(s) best describe my school (check all applicable):

☐ 1. School building(s) are in good condition and provide a supportive educational environment.

☐ 2. School building provides the appropriate spaces for the educational program.

☐ 3. The school houses a reasonable number of students.

☐ 4. The school is seriously over-crowded.

☐ 5. The types of facilities are inadequate for the educational programs.

☐ 6. The school is unsafe, deteriorated and in need of extensive modernizaton or replacement.

☐ 7. The site is large enough, and contains the proper facilities -- parking, playfields, etc.

☐ 8. The site is too small.

☐ 9. The site does not provide space for adequate improvements -- parking, playfields, etc.

☐ 10. This school can accommodate changes in educational programs.

☐ 11. Of the Oklahoma schools that I know, this school facility is better than the average.

☐ 12. Of the Oklahoma schools I know, this school facility is worse than the average.